

# Kentucky Beginning-of-Year Checklist

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**July 2022**



Kentucky Department of  
**EDUCATION**

The Kentucky Beginning-of-Year checklist provides information on certain activities that need to be performed within Infinite Campus at the beginning of the school year. Performing these steps aids in opening the current school year.

See the Infinite Campus [Beginning-of-Year Checklist](#) for additional guidance.

General Reference Documents: [KDE State Report Submission 22-23](#), [Kentucky State Reporting Quick Reference Guide](#), [KSIS Other Information](#) and [State Published Ad Hoc Filters](#).

## Student Enrollments

Done	Task	Infinite Campus Path	Data Quality Reports	Who is Responsible and Comments
	Ensure all enrollments are set for the first day of school. If the first day of school changed after students were rolled forward. <ul style="list-style-type: none"> <li>Submit a case to Campus to have the start date adjusted.</li> </ul>			
	Students not in attendance on the first day of school must be marked as a No Show. <ul style="list-style-type: none"> <li><a href="#">User Guide – No Show</a></li> <li>Craft/Gatton Academy students should retain an active enrollment.</li> </ul>	Student Information   Reports   <a href="#">No Show</a>		
	Generate the <a href="#">State Enrollment Overlap</a> report to correct all overlapping primary enrollments of more than one day within the state.	Student Information   Reports   <a href="#">State Enrollment Overlap</a>		
	Generate the <a href="#">Enrollment Status</a> report to identify any primary enrollments with an E98 start status and update to the correct status.	Student Information   Reports   <a href="#">Enrollment Status</a>		

## Calendar

Done	Task	Infinite Campus Path	Data Quality Reports	Who is Responsible and Comments
	Verify Active Year is set to 2022-2023. <ul style="list-style-type: none"> <li>Editing of FRYSC records is restricted to the active year so confirm that prior year records are complete before changing.</li> </ul>	System Administration   Calendar   <a href="#">School Years</a>		

Done	Task	Infinite Campus Path	Data Quality Reports	Who is Responsible and Comments
	Ensure Term Dates are correctly set for each school calendar.	System Administration   Calendar   Calendar   <a href="#">Terms</a>		
	School period start and end times are set to the master schedule. Reminder: there should not be any breaks in time. <ul style="list-style-type: none"> <li><a href="#">System Administration Data Standard</a></li> </ul>	System Administration   Calendar   Calendar   <a href="#">Periods</a>		
	Ensure School Months are set.	System Administration   Calendar   <a href="#">School Months</a>	KY State Reporting   Edit Reports   Calendar Edits Report	
	Verify state grade level codes match the grade level name and sequence. <ul style="list-style-type: none"> <li><a href="#">System Administration Data Standard</a></li> </ul>	System Administration   Calendar   <a href="#">Grade Levels</a>		
	Assign Blended Learning Group for students that are participating in a virtual program.	Scheduling   Blended Learning   <a href="#">New Blended Learning Group</a>		
	Assign the Blended Learning Group to the days tab.	Scheduling   Blended Learning   Adjust Blended Learning   <a href="#">Adjust Group Day Assignment</a>		

## Attendance

Done	Task	Infinite Campus Path	Data Quality Reports	Who is Responsible and Comments
	Ensure attendance codes have been rolled forward.	System Administration   <a href="#">Attendance Codes</a>		
	Verify attendance codes are correctly mapped to state attendance codes. <ul style="list-style-type: none"> <li><a href="#">Pupil Attendance Manual</a></li> </ul>	System Administration   Attendance Codes		
	Enable Virtual Attendance	System Administration   Attendance   <a href="#">Virtual Attendance Preferences</a>		

## Courses

Done	Task	Infinite Campus Path	Data Quality Reports	Who is Responsible and Comments
	Verify all courses have proper Grading Task, Standards and Grade Cal Options assigned. <ul style="list-style-type: none"> <li><a href="#">Grades Data Standard</a></li> </ul>	Scheduling   <a href="#">Courses</a>		
	Verify all courses have the appropriate credit type, number of credits and the GPA weight. KHEAA requires the number of credits and GPA weight should match.	Scheduling   Courses   <a href="#">Grading Task</a>	Grading & Standards   Reports   <a href="#">Course Credit</a>	
	Verify all courses have the correct state course codes. <ul style="list-style-type: none"> <li><a href="#">Course Data Standard</a></li> </ul>	Scheduling   Courses	KY State Reporting   KDE Reports   <a href="#">QA Courses</a>	
	Review course types for performance and virtual. <ul style="list-style-type: none"> <li><a href="#">Virtual and Performance-Based Course Set-Up and Attendance Verification</a></li> </ul>	Scheduling   Courses	KY State Reporting   KDE Reports   <a href="#">QA Courses</a>  State Published Ad Hoc - Audit Performance Based Courses	
	Ensure course difficulty level is set for all AP/CAI/IB/Dual Credit courses. <ul style="list-style-type: none"> <li><a href="#">Dual Credit Data Standard</a></li> </ul>	Scheduling   Courses	KY State Reporting   KDE Reports   <a href="#">QA Courses</a>	
	Mark the correct teaching method and instructional setting on each course.	Scheduling   Courses	KY State Reporting   KDE Reports   <a href="#">QA Courses</a>	
	Ensure the attendance check box is marked for courses where attendance will be marked.	Scheduling   Courses	KY State Reporting   KDE Reports   <a href="#">QA Courses</a>	
	Transcript box is marked for all courses that will have a grade and credit posted to the transcript.	Scheduling   Courses	KY State Reporting   KDE Reports   <a href="#">QA Courses</a>	
	Check student schedules to ensure students are eligible for KEES according to their scheduled courses. Students must attempt at least 5 credits for the year in order to be eligible for KEES.		KY State Reporting   KDE Reports   KEES Eligibility	

## Kindergarten Brigrance/Prior Settings

Done	Task	Infinite Campus Path	Data Quality Reports	Who is Responsible and Comments
	Kindergarten homeroom state course codes must be 703001. <ul style="list-style-type: none"> <li>Input 2 weeks prior to the start of your district's school year</li> <li><a href="#">Implementation Guide 2022-23</a></li> </ul>	Scheduling   <a href="#">Courses</a>		
	Each section of the Kindergarten homeroom must be assigned to a teacher <ul style="list-style-type: none"> <li>Input 2 weeks prior to the start of your district's school year</li> </ul>	Scheduling   Courses   <a href="#">Section</a>		
	Verify all Kindergarten teachers email 1 is set to their district email <ul style="list-style-type: none"> <li>Input 2 weeks prior to the start of your district's school year</li> </ul>	Census   People   <a href="#">Demographic</a>		
	Place at least one student in each Kindergarten homeroom section <ul style="list-style-type: none"> <li>Input 2 weeks prior to the start of your district's school year</li> </ul>	Scheduling   Courses   Section   <a href="#">Roster Setup</a>		
	Kindergarten Prior Setting Entry <ul style="list-style-type: none"> <li>Prior Setting information must be input by October 15</li> <li><a href="#">Data Standard Early Learning Prior Settings</a></li> </ul>	Student   General   Early <a href="#">Learning Prior Setting</a>	State Published Ad Hoc -Early Learning Prior Settings	

## District/School Information

Done	Task	Infinite Campus Path	Data Quality Reports	Who is Responsible and Comments
	Verify that the Superintendent Information is correctly listed.	System Administration   Resources   <a href="#">District Information</a>		
	Principal information is listed with the correct person and email address has been entered. <ul style="list-style-type: none"> <li><a href="#">Missing Child Process and Procedure</a></li> </ul>	System Administration   Resources   <a href="#">School</a>		

Done	Task	Infinite Campus Path	Data Quality Reports	Who is Responsible and Comments
	Update/Verify Staff on Person Roll Manager. <ul style="list-style-type: none"> <li><a href="#">KDE Web Application</a></li> </ul>		<a href="#">Open House Directory</a> to see district and school contacts populated in WSA/People Role Manager	Web Apps Admin Point of Contact (WAAPOC)
	Annual School Data Verification in District and School Collection Repository (DASCR) by August 30 <ul style="list-style-type: none"> <li><a href="#">School Change Requests webpage</a></li> </ul>			DASCR Point of Contact

## Behavior

Done	Task	Infinite Campus Path	Data Quality Reports	Who is Responsible and Comments
	Verify State Resolution Codes are mapped correctly. <ul style="list-style-type: none"> <li><a href="#">Behavior Data Standards</a> section A</li> </ul>	Behavior   Admin   <a href="#">Resolution Types</a>		
	Ensure behavior admins have been marked correctly on district assignments tab.	Census   People   <a href="#">District Assignment</a>		

## Staff Information and Records

Done	Task	Infinite Campus Path	Data Quality Reports	Who is Responsible and Comments
	Using Staff Locator add new Teachers and other employees. <ul style="list-style-type: none"> <li><a href="#">Census, Staff Information Data Standard</a></li> <li><a href="#">Census Data Standard</a></li> </ul>	Census   <a href="#">Staff Locator</a>	KY State Reporting   KDE Reports   <a href="#">IC Employment Verification</a>	
	Create District Assignment Records. <ul style="list-style-type: none"> <li><a href="#">District Assignments</a></li> </ul>	Census   People   <a href="#">District Assignment</a>		
	Ensure staff email address has been populated.	Census   People   <a href="#">Demographics</a>		
	All certified staff have a KECS license number entered on District Employment. <ul style="list-style-type: none"> <li><a href="#">District Employment</a></li> </ul>	Census   People   <a href="#">District Employment</a>   License Number	KY State Reporting   KDE Reports   <a href="#">MUNIS EPSB Upload</a>	

## User Rights

Done	Task	Infinite Campus Path	Data Quality Reports	Who is Responsible and Comments
	Create Teacher/Staff accounts	System Administration   User Security   <a href="#">Add User Account</a>	KY State Reporting   KDE Reports   <a href="#">Active User Account Access</a>	
	<a href="#">Update calendar tool rights</a> for all school calendar groups. <ul style="list-style-type: none"> <li>Current Year</li> <li>Previous Calendars</li> </ul>	System Administration   User Security   <a href="#">User Groups</a>		
	Review tool rights for anyone changing roles in the district and update accordingly			

## Point of Sale (POS) Import

Done	Task	Infinite Campus Path	Data Quality Reports	Who is Responsible and Comments
	Change the year in the IC data import mapping	FRAM   <a href="#">Eligibility Import Wizard</a>   New Year Mapping		
	Turn the import back on between your POS and IC when ready to begin importing new year data	FRAM   Eligibility Import Wizard   New Year Mapping		
	Enable the data extract	System Administration   Data Utilities   <a href="#">Data Extract Utility</a>		
	Direct Certification <ul style="list-style-type: none"> <li>Import the July direct certification prior to entering Household Income Form (HIF).</li> </ul>			

## Other/Miscellaneous

Done	Task	Infinite Campus Path	Data Quality Reports	Who is Responsible and Comments
	Fees	Fees   <a href="#">Fees Wizard</a>		
	Grading Windows	Grading & Standards   <a href="#">Grading Window</a>		

Done	Task	Infinite Campus Path	Data Quality Reports	Who is Responsible and Comments
	Portal Preferences	System Administration   Portal   <a href="#">Preferences</a>	System Administration   Portal   Reports   <a href="#">Display Options Report</a>	
	TEDS Information <ul style="list-style-type: none"> <li>• <a href="#">Secondary Schools Timeline/Checklist</a></li> <li>• <a href="#">Step by step directions</a></li> <li>• <a href="#">TEDS Infinite Campus Instructions</a></li> <li>• <a href="#">Attend (Term) Hours Calculator</a></li> <li>• <a href="#">Recommended TEDS Reports for Data Validation</a></li> </ul>	Student Information   General   <a href="#">TEDS</a>		
	Reports Roll Forward	System Administration   Preferences   Reports		
	Transportation Codes Roll Forward	System Administration   Transportation   <a href="#">Transportation Roll forward</a>	State Published Ad Hoc <ul style="list-style-type: none"> <li>• Audit Missing T Codes – District</li> <li>• Audit Overlapping T Codes - District</li> </ul>	

### Beginning of Year Report Submission

Done	Task	Infinite Campus Path	Data Quality Reports	Who is Responsible and Comments
	FRYSC <ul style="list-style-type: none"> <li>• <a href="#">Administrators Guidebook</a></li> <li>• <a href="#">Training</a></li> </ul> Due June 30 for 2022-23 school year <ul style="list-style-type: none"> <li>• Records must be finalized and input before changing active year to the next school year</li> </ul>	KY State Reporting   <a href="#">FRYSC State Report</a>		



Done	Task	Infinite Campus Path	Data Quality Reports	Who is Responsible and Comments
	Dual Credit Scholarship (DCS) <ul style="list-style-type: none"> <li>• <a href="#">Dual Credit Scholarship Instructions</a></li> <li>• <a href="#">Dual Credit KDE website</a></li> <li>• <a href="#">Dual Credit Course Data Standard</a></li> <li>• <a href="#">Directions for Setting Up DCS Courses</a></li> <li>• <a href="#">Instructions to run DCS report</a></li> <li>• <a href="#">Dual Credit Counseling Video</a></li> </ul> Submitted to KHEAA by September 15	KY State Reporting   KDE Reports   <a href="#">Dual Credit Scholarship</a>	KY State Reporting   KDE Reports   <a href="#">QA Courses</a>	
	Dropout <ul style="list-style-type: none"> <li>• <a href="#">Dropout Data webpage</a></li> </ul> Data pulled by KDE on November 1	KY State Reporting   <a href="#">Dropout Report</a>		
	English Learner on October 1 <ul style="list-style-type: none"> <li>• <a href="#">English Learner Data Standard</a></li> </ul> Data pulled by KDE on November 1	KY State Reporting   English Learner Extract	KY State Reporting   KDE Reports   <a href="#">QA English Learners</a>	
	ERate Submitted by Technology on November 1		FRAM   Reports   <a href="#">Eligibility</a>	Technology Department

Done	Task	Infinite Campus Path	Data Quality Reports	Who is Responsible and Comments
	<p>Growth Factor</p> <ul style="list-style-type: none"> <li>• <a href="#">SAAR Application User Guide</a></li> <li>• <a href="#">SAAR Definitions</a></li> <li>• <a href="#">SAAR Application KDE User Guide for submission</a></li> <li>• <a href="#">SAAR Application Work Flow Graphic</a></li> </ul> <p>Submitted by November 1</p>	<p>KY State Reporting   <a href="#">Growth Factor</a></p>	<p>Student Information   Reports   <a href="#">State Enrollment Overlap</a></p> <p>Student Information   Reports   <a href="#">Missing Enrollment End Status</a></p> <p>Attendance   Reports   <a href="#">ADM/ADA Report</a></p> <p>Attendance   Reports   <a href="#">Behavior Attendance Audit</a></p> <p>KY State Reporting   Edit Reports   Schedule Gap Report</p> <p>KY State Reporting   Edit Reports   Overage/Underage Report</p> <p>KY State Reporting   Edit Reports   Expulsion Attendance Report</p> <p>KY State Reporting   KDE Reports   <a href="#">Funding Gap Audit</a></p> <p>State Published Ad Hoc</p> <ul style="list-style-type: none"> <li>• Audit Overlapping TCodes</li> <li>• Audit Missing TCodes</li> <li>• Audit Non-Resident - Contract</li> <li>• Audit Partial Day</li> <li>• Audit Home Hospital</li> </ul>	

Done	Task	Infinite Campus Path	Data Quality Reports	Who is Responsible and Comments
	Immigrant on October 1 <ul style="list-style-type: none"> <li><a href="#">Immigrant Data Standard</a></li> </ul> Data pulled by KDE on November 1	KY State Reporting   KDE Reports   Title III Immigrant Report	KY State Reporting   KDE Reports   <a href="#">Title III Immigrant</a>	
	LEAD <ul style="list-style-type: none"> <li><a href="#">Kentucky Educator Certification System (KECS)</a></li> </ul> Submitted through KECD by November 1		KY State Reporting   KDE Reports   <a href="#">MUNIS EPSB Upload</a>	
	Retention <ul style="list-style-type: none"> <li><a href="#">Retention Reporting</a></li> </ul> Data pulled by KDE on November 1	KY State Reporting   <a href="#">Retention Report</a>   Retention Extract Type	KY State Reporting   Retention Report   <a href="#">Validation Extract Type</a>	
	TEDS <ul style="list-style-type: none"> <li><a href="#">Step by step directions</a></li> <li><a href="#">Secondary Schools Timeline/Checklist</a></li> </ul> Import directly into TEDS database November 15 (Term 1)	KY State Reporting   <a href="#">TEDS Report</a> Login to <a href="#">TEDS</a> and import the two files. <a href="#">How to Complete a TEDS Data Import</a>	<a href="#">How to troubleshoot TEDS errors document</a> <a href="#">Recommended Reports for Data Validation</a>	
	December 1 Child Count Submitted the Monday after Dec 1.	KY State Reporting   <a href="#">IDEA Dec 1 Count Extract</a>	KY State Reporting   KDE Reports   <a href="#">QA SPED</a>  KY State Reporting   KDE Reports   <a href="#">IDEA Dec 1 Federal Submission Validation</a>  KY State Reporting   <a href="#">IDEA Dec 1 Count Extract</a>	
	Preschool Count Submitted the Monday after Dec 1	KY State Reporting   <a href="#">Preschool Enrollment Count</a>	KY State Reporting   Preschool Enrollment   <a href="#">Validation Report</a>  KY State Reporting   KDE Reports   <a href="#">QA Preschool</a>   Error Report	